
	REQUEST FOR GRANT APPLICATION (RFGA)		 Developmental Disabilities Planning Council 3839 N. 3 rd Street, Suite 306 Phoenix, Arizona 85012
	Application NO: DDPC-FFY-09-1011-00	Page 1 of 49	
	Marcella Crane, Contracts Manager		

Application Contact Person:

GRANTOR:

Marcella Crane
 Contracts Manager
 Email: mcrane@azdes.gov
 Office: 602-265-3176

**Developmental Disabilities Planning
 Council (DDPC)**
 3839 N. 3RD Street, Suite 306
 Phoenix, AZ 85012

Application Issue Date: June 21, 2010

Description:

**Developmental Disabilities Basic Support and Advocacy
 Grant Program**

Grant Type

Cost Reimbursement

Proposal Due Date:

August 2, 2010

At 3:00 PM Phoenix Local Time

Pre-Proposal
 Meeting:

Conference will be held on JULY 14, 2010 at Arizona Department of
 Administration, 100 North 15th Avenue, Phoenix, Arizona 85007, Third
 Floor Conference Room at 2:00 PM (MST).

In accordance with A.R.S. § 41-2701 et seq, competitive grant applications for the materials or services
 specified will be received by the **Developmental Disabilities Basic Support and Advocacy at 3839 N.
 3rd Street, Suite 306, Phoenix, AZ 85012** until the time and date cited. Applications received by the
 correct time and date will be opened and the name of each offeror will be publicly read.

Applications must be in the actual possession of the DDPC on or prior to the time and date and at the
 location indicated above. **Late applications will not be considered.**

Applications must be submitted in a sealed envelope or package with the Application number and the
 offeror's name and address clearly indicated on the envelope or package. All Applications must be
 completed in ink or typewritten. Additional instructions for preparing applications are included in this
 notice.

Persons with a disability may request a reasonable accommodation. Requests should be made as early as
 possible to allow time to arrange the accommodation. A person requiring special accommodations may
 contact the Application contact person responsible for this procurement as identified above.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE APPLICATION.

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Applicant Special Instructions

Applicants will be required to submit the documents and exhibits/attachments being requested as outlined in this Request for Grant Application (RFGA). Applicants are strongly encouraged to carefully read the entire RFGA document.

Additional instructions for preparing a grant application are included within this document. Additional materials such as promotional brochures or examples of other programs should only be submitted if they directly relate to the information requested in the RFGA.

Follow the instructions and guidelines found in each of the document sections. Refer to the Checklist on page 22 to verify inclusion of all required documentation and the proper format.

1. Deadline:

- a. Grant applications shall be submitted on or before 3:00 p.m. (MST) on August 2, 2010 at the Developmental Disabilities Planning Council (DDPC), Suite 306, 3839 North Third Street, Phoenix, AZ 85012. **TELEFAXED, ELECTRONIC OR LATE APPLICATIONS WILL NOT BE ACCEPTED.**
- b. Applicants are cautioned not to rely on next day mail services. **Grant applications must be in the actual possession of the Developmental Disabilities Planning Council on or prior to the exact time and date indicated above. Applications shall not be accepted after this time and date.**
- c. Applicants are strongly encouraged to submit a Letter of Intent. The purpose of a Letter of Intent is to notify the DDPC of the offeror's intent to apply for grant funding under this RFGA. Letters of Intent will be used only to gage the number of expected applications and for planning purposes. Include in your Letter of Intent the Area of Emphasis chosen and the amount of funding being requested. Letters of Intent may be emailed to the Contact Name listed on the Cover Page no later than July 23, 2010.

2. Format for Submission of Applications:

- a. Please mail or deliver **one (1)** original and **seven (7)** copies. The original copy of your application should be clearly marked "**ORIGINAL**". Grant applications must be submitted in a **sealed envelope** with the Grant Application Number DDPC-FFY-09-1011-00 and the applicant's name and address clearly marked on the outside of the **SEALED** envelope.
- b. Responses should be typed, single-spaced with one-inch margins or wider with a 12-point font used. Acceptable fonts include Ariel, Times New Roman or Verdana.
- c. Applications shall either be submitted in spiral binders **OR** in 3-ring notebooks **OR** use a binder clip. Applications should NOT be submitted loosely, stapled or with a rubber band.
- d. Applications should be single sided, **NOT** duplexed.
- e. Number all pages and include a Table of Contents that follows the RFGA sections. The Table of Contents shall reference page numbers.
- f. A **signed** Offer and Acceptance (SPO Form 203) document must be submitted. This document must have an original signature.
- g. Any Solicitation Amendments, if applicable, must be submitted and signed as part of the application.

- h. All Exhibits must be completed as instructed and included as part of your application.
- i. The Arizona Department of Economic Security **OR** the Developmental Disabilities Planning Council will not provide any reimbursement for the cost of developing or presenting applications in response to this RFGA.

3. Amendments for Solicitation:

It is the sole responsibility of the applicant to check the www.azgovernor.gov/ddpc website for any amendments to this RFGA.

4. Pre-Application Conference:

Prospective applicants are encouraged to attend a Pre-Application Conference on July 14, 2010 at 2:00 PM (MST) at the Arizona Department of Administration, 100 North 15th Avenue, Phoenix, Arizona, 85007, Third Floor Conference Room. The purpose of the meeting is to discuss and clarify this RFGA in order to prevent any misunderstanding of the Developmental Disabilities Planning Council position. Any questions as to the requirements of the RFGA or any apparent omission or discrepancy should be presented to Developmental Disabilities Planning Council staff at the Conference. Developmental Disabilities Planning Council staff will take all questions and concerns under consideration. Any material changes to the RFGA will be issued in a written amendment. Oral statements or instructions shall not constitute an amendment to the RFGA. Written amendments will be posted at the DDPC's website at www.azgovernor.gov/ddpc. It is the sole responsibility of the prospective applicant to view the website for updated information. Attendance at the Pre-Application Conference is encouraged, but not mandatory. If attending, bring a copy of the solicitation with you.

5. Contact Information during RFGA is Released:

Applicants **shall not** contact any Developmental Disabilities Planning Council Staff or Council Members. If questions arise during the release of this RFGA, applicants shall **only** contact Marcella Crane at mcrane@azdes.gov or by phone at (602) 265-3176.

6. Budget:

- a. Costs shall be in accordance with the Office of Management and Budget (OMB) grant circulars that pertain to your organization or entity. Please visit www.whitehouse.gov/omb/circulars for accessing the correct circular and code of federal regulation. It is the responsibility of the applicant to know and understand the applicable circular and basic guidelines for allow-ability and reasonableness of costs.
- b. No Construction costs are permitted.
- c. No Food costs are permitted.

7. Priority of Applications:

In making such grants, the DDPC shall give priority to applicants that:

- a. Provide community services, individualized supports, and other forms of assistance to individuals with developmental disabilities who live in a rural community of Arizona or the focus is for un-served or underserved populations. For purposes of this RFGA, Maricopa and Pima Counties are included in the designation of rural, un-served or underserved population with the exception of the greater - Phoenix metropolitan area and the City of Tucson.
- b. Pursue a comprehensive approach to enable individuals with developmental disabilities to become independent, productive, integrated and included in their communities.

- c. Demonstrate collaboration with other groups or entities that focus on improving the lives of individuals with developmental disabilities. Each proposed program must show four priorities: Programs support systems change, advocacy, sustainability, and capacity building.
- d. Capable of beginning program services no later than thirty (30) days of Award notification. This is highly important as the Contract Period will be nine (9) months.

8. Evaluation Criteria:

A Grants Review Committee will evaluate each application and select those applications deemed susceptible for an award, based upon the following criteria on a 1000 Point Scale.

- a. Strategies, Approaches & Sustainability Efforts (300 points)
- b. Plan for Development & Implementation (200 points)
- c. Organizational Strength & Partnership with Stakeholders (200 points)
- d. Assessment/Needs/Resources (100 points)
- e. Evaluation Plan (100 points)
- f. Budget & Match (100 points)

Those Contractors not selected for funding will be notified in writing; however, pursuant to A.R.S. §41-2702 (E), all applications shall not be open for public inspection until after grants are awarded. A.R.S. §41-2702 (G) also states the evaluator assessments shall be made available for public inspection no later than thirty (30) days after a formal award is made.

9. Catalog of Federal Domestic Assistance (CFDA) Number:

Developmental Disabilities Basic Support and Advocacy Grant CFDA number is 93.630. This number will be required for audits conducted in accordance with federal regulations.

10. Post Award:

- a. The Developmental Disabilities Planning Council shall be responsible for overall management of the Developmental Disabilities Basic Support and Advocacy Grant Program. Program and fiscal monitoring will be the responsibility of the Developmental Disabilities Planning Council.
- b. Keep a copy of this Solicitation and your grant proposal. If awarded, the Contractor shall be bound to the services listed in the grant proposal and based upon the solicitation, including all Special Terms and Conditions, Amendments, etc.
- c. Each successful applicant who is awarded a contract will be required to attend a **MANDATORY** Subgrantee Orientation in Phoenix. The exact date, time and location for this meeting will be detailed in an award letter. A fiscal representative and a program representative will be **REQUIRED** to attend. If you do not attend, the Grant award may be revoked.

11. Confidential Information:

If a person believes that any portion of the application, offer, specification, protest, or correspondence contains information that should be withheld, then the DDPC shall be so advised in writing (Price is not confidential and will not be withheld). Such material shall be identified as confidential wherever it appears. The State, pursuant to A.C.R.R. R2-7-104, shall review all requests for confidentiality and provide a written determination. If the

confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision as noted in §41-2611 through §41-2616.

12. Special Accommodations:

Persons with a disability may request reasonable accommodation such as a language interpreter by contacting Marcella Crane at mcrane@azdes.gov or by fax (602) 265-3214. Requests should be made as early as possible to allow time to arrange the accommodation.

13. Exceptions to RFGA:

A Contractor who takes exception to any portion of the Application must do so pursuant to the Uniform Instructions to Offeror. If the Contractor is taking exception to a section or sections of the Application, the Contractor shall designate a section in the application entitled "Exceptions." Any exception to the Uniform Terms and Conditions should provide sufficient justification to detail the reason the exception is advantageous to the Developmental Disabilities Planning Council and the State of Arizona.

Special Terms and Conditions

1 GRANT CONTRACT TERM:

The term of the grant shall commence on October 1, 2010 and shall remain in effect until June 30, 2011 unless terminated, canceled or extended as otherwise provided herein.

2 MULTIPLE AWARDS:

Multiple awards may be made.

3 PAYMENT & NARRATIVE REPORTING:

3.1 The Contractor shall be paid on a cost-reimbursement basis. The reimbursement amount is to be determined on the cash basis of accounting. The reimbursement request must be submitted no more than monthly and no less than quarterly for those items submitted and approved in the budget inclusively. **Contractors shall submit a final reimbursement request no more than forty-five (45) days after the contract end for expenses obligated prior to the date of contract termination.** All expenses must be liquidated prior to the final reimbursement request. Requests for reimbursement received later than forty-five (45) days after the contract termination will not be paid. **If awarded a contract, your organization must have sufficient funds to meet obligations for up to sixty (60) days while awaiting reimbursements from the Developmental Disabilities Planning Council.**

3.2 Financial reimbursements shall be sent to:
Roberta Blyth, Fiscal Manager
Developmental Disabilities Planning Council
3839 North Third Street, Suite 306
Phoenix, Arizona 85012
rblyth@azdes.gov
602-265-3214 FAX

3.3 If the contractor is in any manner in default in the performances of any obligation under this contract, DDPC may, at its option, adjust or withhold payment until satisfactory resolution of

the default. Under no circumstances shall DDPC authorize payment to the contractor that exceeds the amount specified in this contract. The DDPC may, at its option, withhold all payment under contract until it has received all reports and deliverables required.

3.4 The contractor shall submit quarterly progress narrative program reports and a final report summarizing the activities accomplished during the contract period. The reports shall be due and shall contain such information as deemed necessary by the DDPC. The DDPC may, at its option, share final reports with the Council members and/or post final reports to the DDPC's website. Failure to submit timely narrative reports may result in suspension of reimbursement.

3.5 Programmatic reports shall be sent to:
Marcella Crane, Contracts Manager
Developmental Disabilities Planning Council
3839 North Third Street, Suite 306
Phoenix, Arizona 85012
mcrane@azdes.gov
602-265-3214 FAX

4 **KEY CONTACT:**

It is essential that the Contractor provide a key contact capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must assign a specific individual to the key position. It is DDPC's option to request a change in a key contact.

5 **CONFIDENTIALITY OF RECORDS:**

The Contractor shall establish and maintain procedures and controls that are acceptable to the State for the purpose of assuring that no information contained in its records or obtained from the State or from others in carrying out its functions under the contract shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information shall be referred to the State. Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the Contractor as needed for the performance of duties under the contract, unless otherwise agreed to in writing by the State.

6 **INSURANCE: PLEASE DO NOT SUBMIT INSURANCE UNTIL NOTIFIED OF AN AWARD**

Within fifteen (15) days following notification of award, certificates of insurance must be submitted to the State Procurement Office, clearly stating the applicable contract number, effective date(s) of coverage, and limits of liability required pursuant to the contract. Without limiting any liabilities or any other obligation of the Contractor, the Contractor shall purchase and maintain (and cause its subcontractors to purchase and maintain), in a company or companies lawfully authorized to do business in the State of Arizona, and rated at least A VII in the current A.M. Best's, the minimum insurance coverage below:

6.1 Commercial General Liability with minimum limits of \$1,000,000.00 per occurrence, and an impaired products and completed operations aggregate limit and general aggregate minimum limit of \$2,000,000.00. Coverage shall be at least as broad as the Insurance Service Office, Inc. Form CG00010196, issued on an Occurrence basis, and endorsed to add the State of Arizona as an Additional Insured with reference to this contract. The policy shall include coverage for:

Bodily Injury;

Broad Form Property Damage (including completed operations);

Personal Injury;

Blanket Contractual Liability;

Products and Completed Operations, and this coverage shall extend for one year past acceptance, cancellation or termination of the services or work defined in this contract;

Fire Legal Liability.

6.2 Professional Liability Insurance with minimum limits of \$1,000,000 (Each Claim and/or Each Wrongful Act and/or Each Loss) and an unimpaired aggregate limit of \$1,000,000 with respect to this contract. Retroactive Liability Date (if applicable to Claims-Made coverage) shall be the same as the effective date of this contract. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract and, at the discretion of the State of Arizona shall include **one** of the following types of Professional Liability policies:

Directors and Officers
Errors and Omissions
Medical Malpractice
Druggists Professional
Architects/Engineers Professional
Lawyers Professional
Teachers Professional
Accountants Professional
Social Workers Professional
Other (Specify profession from Scope of Work)

6.2.1 The State of Arizona shall be named as an Additional Insured as their interests may appear.

6.2.2 The policy shall contain an Extended Claim Reporting Provision of not less than one year following termination of the policy.

6.3 Workers Compensation and Employers Liability insurance as required by the State of Arizona Workers Compensation statutes, as follows:

Workers Compensation (Coverage A):	Statutory Arizona benefits;
Employers Liability (Coverage B):	\$ 500,000 each accident;
	\$500,000 each employee/disease;
	\$1,000,000 policy limit/disease.

Policy shall include endorsement for All State coverage for state of hire.

6.4 Certificates of Insurance acceptable to the State of Arizona shall be issued and delivered prior to the commencement of the work defined in this contract, and shall identify this contract and

include certified copies of endorsements naming the State of Arizona as Additional Insured for liability coverage's. The certificates, insurance policies and endorsements required by this paragraph shall contain a provision that coverage's afforded will not be canceled until at least 50 days prior written notice has been given to the State of Arizona. All coverage's, conditions, limits and endorsements shall remain in full force and effect as required in this contract.

- 6.5 Failure on the part of the Contractor to meet these requirements shall constitute a material breach of contract, upon which the State of Arizona may immediately terminate this agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, and all moneys so paid by the State of Arizona shall be repaid by the Contractor upon demand, or the State of Arizona may offset the cost of the premiums against any moneys due to the contractor. Costs for coverage are broader than those required or for limits in excess of those required shall not be charged to the State of Arizona. Contractor and its insurer(s) providing the required coverage's shall waive their rights of recovery against the State of Arizona, its Departments, Employees and Officers, Agencies, Boards and Commissions.

7 AMENDMENTS:

- 7.1 The Contractor shall notify the Contracts Manager of the Developmental Disabilities Planning Council in writing, thirty (30) calendar days in advance, of any changes in the program that will directly affect service delivery under the terms of the contract. Any change in the contract including Budget and Scope of Work described herein, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the contractor and the DDPC Contracts Manager of the State of Arizona. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification or supplementation to the contract.
- 7.2 Total funding may not be modified by the Contractor following award. After award, requests for line item modifications that do not change the Scope of Work or Total Program Funding, must be requested in writing. If approval of the change is granted, written authorization from the Developmental Disabilities Planning Council will be provided.

8 CANCELLATION:

The State reserves the right to cancel the whole or any part of the contract due to failure of the Contractor to carry out any term, promise, or condition of the contract. The State will issue a written ten (10) day notice of default to the Contractor for acting or failing to act as in any of the following:

- 8.1 The Contractor provides personnel that do not meet the requirements of the contract.
- 8.2 The Contractor fails to perform adequately the services required in the contract.
- 8.3 The Contractor attempts to impose on the State, personnel, which are of an unacceptable quality.
- 8.4 The Contractor fails to furnish the required product within the time stipulated in the contract.

- 8.5 The Contractor fails to make progress in the performance of the requirements of the contract and/or gives the State a positive indication that the Contractor will not or cannot perform to the requirements of the contract.
- 8.6 If the Contractor does not correct the above problem(s) within ten (10) days after receiving the notice of default, the State may cancel the contract. If the State cancels the contract pursuant to this clause, the State reserves all rights or claims to damage for breach of contract.

9 **TERMINATION:**

The DDPC Contracts Manager reserves the right to terminate the contract at any time, for the convenience of the State of Arizona, without penalty or recourse, by giving written notice to the contractor at least thirty (30) days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the contractor under the contract shall, at the option of the DDPC Contract Manager, become property of the State of Arizona. The contractor shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.

10 **SUSPENSION OR DEBARMENT STATUS:**

If the firm, business or person submitting this bid or offer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any Federal, State or Local Government, the bidder or offeror must include a letter with its bid or offer setting forth the name and address of the governmental unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. Failure to supply the letter or to disclose in the letter all pertinent information regarding a suspension or debarment shall result in rejection of the bid or offer or cancellation of a contract. The State also may exercise any other remedy available by law.

11 **SUSPENSION OR DEBARMENT CERTIFICATION:**

By signing the offer section of the Offer and Acceptance page, the bidder or offeror certifies that the firm, business or person submitting the bid or offer has not been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any Federal, State or Local Government. Signing the offer section without disclosing all pertinent information about a debarment or suspension shall result in rejection of the bid or offer or cancellation of a contract. The State also may exercise any other remedy available by law.

12 **AMERICANS WITH DISABILITIES ACT OF 1990:**

The Contractor shall comply with the Americans With Disabilities Act of 1990 (Public Law 101-336) and the Arizona Disability Act of 1992 (A.R.S. 41-1492 et. seq.), which prohibits discrimination on the basis of physical or mental disabilities in delivering contract services or in the employment, or advancement in employment of qualified individuals.

13 **CONTRACT:**

- 13.1 The contract between the DDPC of the State of Arizona and the grantee shall consist of:
- 13.1.1 Request for Grant Application (RFGA) and any amendments thereto, and
 - 13.1.2 The proposal submitted by the contractor in response to the RFGA, and

13.1.3 Any clarifications, discussions, and best and final offers negotiated. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the RFGA shall govern. However, the State reserves the right to clarify any contractual relationship in writing, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFGA or the contractor's proposal. In all other matters not affected by the written clarification, if any, the RFGA shall govern.

13.2 The State of Arizona is not obligated for expenditures under the contract until funds have been encumbered.

13.3 The contractor agrees and understands that the State of Arizona's agreement to the contract is predicated, in part and among other considerations, on the utilization of the specific individual(s) and/or personnel qualification(s) as identified and/or described in the contractor's proposal. Therefore, the contractor agrees that no substitution of such specified individuals and/or personnel qualifications shall be made without the prior written approval of the State Agency. The contractor further agrees that any substitution made pursuant to this paragraph must be equal or better than originally proposed and that the State Agency's approval of a substitution shall not be construed as an acceptance of the substitution's performance potential. The State of Arizona agrees that an approval of a substitution will not be unreasonably withheld. The contractor agrees to reveal its staffing levels by function, including resumes, upon request by the State at any time during the contract.

14 SUBCONTRACTS:

14.1 The contractor may, with the consent of the State, enter into written subcontract(s) for performance of certain of its functions under the contract. The Arizona DDPC Contract Manager, prior to the effective date of any subcontract, must approve subcontractors in writing.

14.2 No subcontract, which the contractor enters into with respect to performance under the contract, shall in any way relieve the contractor of any responsibility for performance of its duties.

14.3 The contractor shall give the DDPC Contract Manager immediate notice in writing by certified mail of any action or suit filed and prompt notice of any claim made against the contractor by any subcontractor or vendor which in the opinion of the contractor may result in litigation related in any way to the contract with the State.

15 CONFLICT OF INTEREST:

No person preparing or assisting in the preparation of specifications, plans or scopes of work shall receive any direct benefit from the utilization of those specifications, plans or scopes of work.

16 LICENSES:

Contractor and subcontractors shall maintain in current status all Federal, State, and local licenses and permits required for the operation of the business conducted by the contractor. All Professional Architects and Engineers shall be registered with the Board of Technical Registration.

17 GOVERNING LAW:

This contract shall be governed and interpreted by the laws of the state of Arizona.

18 **OFFSHORE PERFORMANCE OF WORK PROHIBITED:**

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or “overhead” services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

19 **E-VERIFY REQUIREMENT:**

- 19.1 The contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A. (That subsection reads: “After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.)
- 19.2 A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of the contract and the contractor may be subject to penalties up to and including termination of the contract.
- 19.3 Failure to comply with a State audit process to randomly verify the employment records of contractors and subcontractors shall be deemed a material breach of the contract and the contractor may be subject to penalties up to and including termination of the contract.
- 19.4 The Arizona Department of Administration retains the legal right to inspect the papers of any employee who works on the contract to ensure that the contractor or subcontractor is complying with the warranty under paragraph 19.1.
- 19.5 Questions about E-Verify see website below:
<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=6a0988e60a405110VgnVCM1000004718190aRCRD&vgnnextchannel=6a0988e60a405110VgnVCM1000004718190aRCRD>

20 **INCORPORATION BY REFERENCE:**

The State hereby incorporates by reference the Uniform Terms and Conditions, and the Uniform Instructions to Offerors. If the offeror would prefer a hard copy, please contact the State Procurement Office at (602) 542-5511. A copy of the text may also be found at http://www.spo.az.gov/Admin_Policy/SPM/Forms/default.asp.

The State hereby incorporates by reference the Arizona Department of Economic Security Special Terms and Conditions for Professional Services/Auto/Children-Vulnerable Adults. If the offeror would prefer a hard copy, please contact Marcella Crane at mcrane@azdes.gov or download a copy at www.azgovernor.gov/ddpc .

21 **PROGRAM REVIEW AND SITE VISITS:**

DDPC has the right to make site visits at reasonable intervals for purposes of review of project accomplishments and management control systems and to provide technical assistance, if required. Contractor will provide reasonable access to documents, facilities, office space, resources, and assistance for the safety and convenience to the DDPC representatives in the performance of their duties. All site visits and evaluations must be performed in a manner that does not unduly interfere with or delay the work.

22 **OFFER AND ACCEPTANCE PERIOD:**

Applications shall be irrevocable for 150 days after the RFGA due date and time.



REQUEST FOR GRANT APPLICATION (RFGA)

Grant Number: DDPC-FFY-09-1011-00



Developmental Disabilities Planning
Council
3839 N. 3rd Street, Suite 306
Phoenix, Arizona 85012

OFFER AND ACCEPTANCE

TO THE DEVELOPMENTAL DISABILITIES PLANNING COUNCIL:

The Undersigned hereby offers and agrees to furnish the material, service, or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation and any written exceptions in the offer as accepted by the DEVELOPMENTAL DISABILITIES PLANNING COUNCIL.

Federal Employer Identification Number	Point of Contact Name:
	Email Address:
	Phone:
	FAX:
Entity Name	Signature of Person Authorized to Sign Offer
Address	Printed Name
City State Zip Code	Title

CERTIFICATION

By signature in the Offer section above, the bidder certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. The bidder shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 99-4 or A.R.S. §§ 41-1461 through 1465.
3. The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. Sudan Investments and Iran Investments: In Accordance with A.R.S. §35-393.06, the offeror hereby certifies that the offeror does not have scrutinized business operations in Iran or Sudan.

This offer is hereby accepted.

The Applicant is now bound to perform as stated in the attached grant application, and based upon the RFGA, including all terms, conditions, specifications, amendments, etc., and the Applicant's Offer as accepted by the State. This Grant contract shall henceforth be referred to as Grant No. _____. The Grantee has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contact release document, or written notice to proceed.

Amount of Grant	State of Arizona Awarded this _____ Day of _____ 20____
	Larry Clausen, Executive Director, DDPC

Scope and Purpose of Grant

What is the Developmental Disabilities Assistance and Bill of Rights Act of 2000?

The Developmental Disabilities Assistance and Bill of Rights Act of 2000, herein referred to as the DD Act of 2000, purpose is to assure that individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life, through culturally competent programs authorized under Title I of the DD Act of 2000.

What is the Developmental Disabilities Planning Council?

The Developmental Disabilities Planning Council, herein referred to as the DDPC, is the State Council on developmental disabilities charged in advocacy, capacity building, and systemic change activities that contribute to a coordinated, consumer – and family-centered, consumer – and family-directed, comprehensive system that includes needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life for individuals with developmental disabilities and their families.

DDPC Mission Statement

The mission of the DDPC is to work in partnership with individuals with developmental disabilities and their families through systems change, advocacy and capacity building activities that promote independence, choice and the ability of all individuals to pursue their own dreams.

DDPC Values

- . The diversity, individuality and uniqueness of each person
- a. The rights, worth and dignity of every individual
- b. Freedom of movement, choice and personal autonomy for all people
- c. The experience, skills and talents of each individual
- d. Family participation and support in the lives of individuals
- e. The diversity, cultures and viewpoints represented in Arizona

DDPC Beliefs

- f. Supporting a positive environment that promotes excellence and encourages innovation, risk-taking and individual's choice to achieve dreams and aspirations
- g. Effective resource utilization and accountability to the community
- h. Meeting challenges and opportunities with innovation and flexibility
- i. Promoting leadership development
- j. The rights of each individual to enjoy family, career, community living, loving relationships

The motto of the DDPC is “**One Community Working Together**”.

What is the Developmental Disabilities Basic Support and Advocacy Grant Program?

The Developmental Disabilities Basic Support and Advocacy Grant Program is authorized by the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Title I, Section 121, Public Law 106-402, 42 U.S.C 15021-15045.

The purpose of this grant is to enable individuals with developmental disabilities to become independent, productive, integrated and included into their communities. Funding under the DD Act of 2000 is to assist States in the development of a plan for a comprehensive and coordinated system of services and other activities to enhance the lives of individuals with developmental disabilities and their families to their maximum potential, and to support a system which protects the legal and human rights of individuals with developmental disabilities.

Each State that receives federal assistance under the Developmental Disabilities Basic Support and Advocacy Grant Program submits to the Secretary of the U.S. Department of Health and Human Services a Five Year State Plan. The DDPC Five Year State Plan outlines the Areas of Emphasis, Goals, and Objectives that the DDPC will undertake for the federal fiscal years 2007-2011. This Request for Grant will meet the requirements set forth in Arizona's Five Year State Plan.

What is the Funding Source for this Grant?

The Developmental Disabilities Basic Support and Advocacy Grant Program is authorized by the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Title I, Section 121, Public Law 106-402, 42 U.S.C 15021-15045.

Who is Eligible to Apply for this Funding Opportunity?

- a. Non-profit 501(c)3 organizations
- b. Local, county or state government entities
- c. Protection and Advocacy Systems
- d. University Centers for Excellence in Developmental Disabilities Education, Research, and Service

What is the Total Amount of Available Funds?

This is a nine (9) month grant. It is anticipated that the total Developmental Disabilities Basic Support and Advocacy Grant amount that is available for new grants is up to \$550,000 dollars.

Available funds have been divided between three ***Areas of Emphasis*** identified by the Developmental Disabilities Planning Council federal fiscal years 2007-2011 State Plan. Applicants can apply for more than one ***Area of Emphasis***; however a separate grant proposal must be submitted for each ***Area of Emphasis*** chosen by the Applicant.

<u>Area of Emphasis</u>	<u>Amount Available to Apply for:</u>
Housing	up to \$150,000
Health Care (Public Health & Wellness Prevention)	up to \$200,000
Quality Assurance (Advocacy Efforts)	up to \$200,000

Note 1 - Budget Limitation:

In the event that the applications received exceed the budget limitations, the Developmental Disabilities Planning Council reserves the option to request a reduction in the scope of the applicants proposed program. If

such an option is exercised by the Developmental Disabilities Planning Council, funds shall be awarded according to priority scores. Revised budget documents will be required. The Developmental Disabilities Planning Council reserves the right to award contracts for less than the proposed budget amount.

Note 2:

This is a competitive grants process and as such, each submitted proposal will be evaluated by the criteria set forth in this RFGA; therefore the decision to make an award is not guaranteed by the number of proposals submitted by the Applicant.

Note 3:

Contractors shall only apply for up to the maximum amount of funding available in each Area of Emphasis.

What Will this Request for Application Fund?

1. The Developmental Disabilities Basic Support and Advocacy Grant Program will fund statewide and local, collaborative and community-based programs designed to give individuals with developmental disabilities and their families access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life, through culturally competent programs.

Such programs must meet the DDPC Mission Statement to work in partnership with individuals with developmental disabilities and their families through systems change, advocacy, sustainability and capacity building activities that promote independence, choice and the ability of all individuals to pursue their own dreams.

2. The DDPC Five Year State Plan for federal fiscal years 2007-2011, as amended, contains seven (7) Areas of Emphasis, with specific Goals and Objectives for each Area of Emphasis. **This Request for Grant Application is only focused on three of the seven Areas of Emphasis, as identified in this RFGA.** Each applicant must show the coordination and collaboration of each community partner and how such program(s) work with individuals with developmental disabilities and their families through systems change, advocacy, sustainability and capacity building activities.
3. Applicants must clearly state in their proposal which Area of Emphasis is chosen, and which Objective will be focused. Applicants are **not limited** to focusing on only one Objective within the Areas of Emphasis chosen. The descriptions for the three Areas of Emphasis are as follows:

Areas of Emphasis #1: Housing

Goal: Individuals with developmental disabilities will have unrestricted opportunities and choice for inclusive community living.

Objective 1: To develop crisis intervention services to meet emergency housing needs for individuals with developmental disabilities.

Objective 2: To educate individuals and their families about Arizona's affordable and accessible housing options. Specific areas to address can include guardianship, developing living trusts, daily and ongoing living issues, and programs to support families.

Area of Emphasis #2: Health Care (Public Health & Wellness Prevention)

Goal: Individuals with developmental disabilities will have access to and use of coordinated health, dental, behavioral health and other human and social services, including prevention activities, in their communities.

Objective 1: To develop educational materials that will provide individuals with developmental disabilities and their families skills and knowledge about the importance of self care in oral and dental care, nutrition, tobacco, exercise, behavioral health, or all other areas that support a healthy lifestyle.

Area of Emphasis #3: Quality Assurance (Advocacy Efforts)

Goal: Individuals with developmental disabilities will have the information, skills opportunities, and supports to live free of abuse, neglect, financial and sexual exploitation, protect self-determination, leadership, independence, productivity, integration, and inclusion in all facets of community life.

Objective 1: To strengthen statewide self-advocacy organizations that will represent the full range of disabilities for the purpose of preparing self advocate leaders in meaningful and active engagement in their leadership roles.

Objective 2: To increase the number of people with developmental disabilities, including individuals from unserved and underserved communities, to be active participants in cross-disability and culturally diverse leadership.

Objective 3: To educate to the general public and policymakers, statewide, about the issues impacting the lives of individuals with developmental disabilities. This objective does not include lobbying on behalf of the Developmental Disabilities Planning Council.

What Should be Included in my Application?

Specific Application Requirements:

1. **EXECUTIVE SUMMARY** (Required - one page maximum) ** No points will be scored for this requirement.
Provide a one-page narrative overview of the project that includes a brief summary of the Area of Emphasis chosen, assessment, methods to be used, collaboration efforts, and requested dollar amount.
2. **GOALS AND OUTCOME OBJECTIVES** (Required - one page maximum) ** No points will be scored for this requirement.
 - 2.1. Provide a narrative response to each of the following:
 - 2.1.1. State the Area of Emphasis Goal and Objective(s) that will be addressed.
 - 2.1.2. Explain how the goals and outcome objectives are linked to the identified problem/needs and your target population.
 - 2.1.3. Explain if the chosen Area of Emphasis has been a priority to address by your organization, and what type of programs or strategies have been in place in the past to address this issue.
 - 2.1.4. Explain if other resources, including other grant funding, has been used to effectively impact this Area of Emphasis and chosen objective.

3. STRATEGIES, APPROACHES & SUSTAINABILITY EFFORTS (Required - four pages maximum, not including attachments)

This section identifies and describes the types of programs, activities or projects chosen to address the target population and the Area of Emphasis. Strategies and Approaches take into account the cultural competency, age, and gender that are appropriate for the target population. Strategies and Approaches can also be programs based on best practices or research-based programs that are effective for working with individuals with developmental disabilities and their families.

3.1. Provide a narrative response to each of the following:

- 3.1.1. Describe the strategies/approaches or proven effective program that will be used to meet the chosen Area of Emphasis Goal and Objective(s).
- 3.1.2. Explain how the selected strategies/approaches or proven effective program fits with the identified problem and need. Describe how it will lead to achieving the stated goals and objectives.
- 3.1.3. Explain how the selected strategies/approaches or proven effective program applies to the targeted population and explain how the selected strategies/approaches or proven effective program are culturally competent, age appropriate and gender responsive.
- 3.1.4. You may attach relevant scientific research proving the effectiveness of the proposed program or strategy.
- 3.1.5. Explain how your proposed program will be sustained beyond DDPC funding. What other types of resources or funding is being considered or successful to you in the past? OR explain your plan for sustainability efforts.

4. PLAN FOR DEVELOPMENT & IMPLEMENTATION (Required - two pages maximum, not including attachments)

This component focuses on the steps that must be taken to put the program strategies/approaches into action. It should include all the elements that will be required to be fully operational for the duration of the contract period.

4.1. Provide a narrative response to each of the following:

- 4.1.1. Describe your implementation plan. Sequentially list the activities needed to implement the strategies/approaches including timelines and responsibilities as they related to the achievement of the process objectives. (Complete Exhibit J).
- 4.1.2. Describe the plan for recruiting and retaining participants/clients.
- 4.1.3. Describe any anticipated barriers to participation and/or completion and your plans to overcome those barriers.
- 4.1.4. Describe any training that will be needed for existing and/or new staff. How and when will this training be delivered? Describe the types of ongoing training that is required by your organization for staff.

5. ORGANIZATIONAL STRENGTH & PARTNERSHIP WITH STAKEHOLDERS (Required -

three pages maximum, not including attachments)

5.1. Provide a narrative response to each of the following:

- 5.1.1. Describe your organization's capacity to implement and administer the proposed program. Provide up to three (3) examples of experience in implementing and administering related programs and the outcomes of those programs. It should be noted that past performance on any grants from other state agencies, or other grants in general, may be taken into consideration in evaluation of your proposal. (Complete Exhibit E).
- 5.1.2. In order to implement the strategies/approaches, what capacity building will be needed? This may include additional resources, establishing or strengthening relationships with collaborators, increasing staff - both programmatic and fiscal, adding data or financial systems, contracting with other providers, and purchasing necessary equipment.
- 5.1.3. Describe staff accountabilities and qualifications - both programmatic and fiscal. List how much time each person, funded by the grant and if listed as Match, will spend on the project. Include a brief description of how grants are fiscally administered in your organization. In addition, attach resumes for key individuals (your fiscal person is a key individual) involved in the project or job descriptions for positions to be filled. Provide an organization chart for the project. (Complete Exhibit F).
- 5.1.4. Complete the DDPC Standard Data Collection Form (Complete Exhibit G).
- 5.1.5. Describe your organization's Business Management System by completion of the Financial Systems Survey (Complete Exhibit H).
- 5.1.6. Read and sign Exhibit I - **ASSURANCES for Non-Construction Programs**.
- 5.1.7. Provide three Letters of Support from community organizations that will be a partner for your program and ensure success of outcomes.

6. ASSESSMENT/NEEDS/RESOURCES (Required - four pages maximum, not including attachments)

This component focuses on: problem identification; the targeted individuals or groups to be reached; other individuals or groups who will play a role in the development or implementation of the program; the gathering and analysis of data that will establish the needs to support the identified problem; and the identification of other resources currently directed toward the identified problem. Please address each point:

6.1. Provide a narrative response to each of the following:

- 6.1.1. State the problem or issue addressed in this proposal.
- 6.1.2. Based on the stated problem, what group(s) of people or communities will the proposal be targeting, i.e. your target population. Who are the other individual groups (or key stakeholders) that are involved in the development and/or implementation of the proposed project?

6.1.3. Identify the sources of the data, how that data was collected, and how that data relates to and validates the identified problem(s) in the community.

6.2. What resources (federal, state, local) in your community and/or within your organization are currently being directed toward the stated problem? How does this proposed project support those efforts or enhance your program efforts?

7. **EVALUATION PLAN** (Required – three pages maximum)

This component will address questions about how the program is working and what can be done to make the program more effective. The evaluation should assess which activities were implemented and the quality, strengths and weaknesses of the implementation. The evaluation should also determine the extent to which the program has accomplished the stated Area of Emphasis Goal and Objective(s). In designing the evaluation plan, Contractor should keep in mind that they will be expected to maintain timely data and may receive requests to demonstrate the impact of the program between formal reporting periods.

7.1. Provide a narrative response to each of the following:

7.1.1. Based on the Area of Emphasis chosen, applicants must track the identified Performance Measures chosen in their application. (See Attachment D).

7.1.2. Who will have overall responsibility for evaluation of the program?

7.1.3. What resources (e.g. personnel, supplies, etc.) will be needed to evaluate the program? The funds dedicated to evaluation should be reflected in the budget.

7.1.4. Which type of evaluation methodologies will be utilized? Surveys, questionnaires, focus groups, attendance sheets, pre/post tests, or describe other?

7.1.5. What is the plan for collecting, analyzing and reporting the data to your organization, key stakeholders and to the DDPC?

7.1.6. Describe the plan to use the results of your evaluation to continuously improve the quality of the program throughout the duration of this grant.

8. **BUDGET AND MATCH** (Required – Fill out all Exhibits)

Funding shall be limited to those items specifically listed in the proposed budget and support the scope of work proposed. It is the responsibility of the applicant to know and understand the applicable OMB circular and basic guidelines for allow-ability and reasonableness of costs.

8.1. List all resources that will be needed to implement and administer the strategies/approaches. These resources may include personnel, curriculum, supplies, space, equipment, etc.

8.2. Complete the attached budget forms. (Complete Exhibit A, B, and C).

8.3. List all other sources of funding currently received from other State or public agencies, Federal agencies, non-profit organizations and any other sources that will be applied to the proposed program. (Complete Exhibit D).

8.4. Match is required for Contractors. Contractors must show **EITHER** a 25% **OR** 10% cash or

in-kind match (10% match **ONLY** if you meet the criteria as listed 8.4.1 - 8.4.3) towards the total program cost. The DDPC will only fund 75% **OR** 90% of the total program cost; therefore, it is the responsibility of the Contractor to come up with remaining match to fund the full program costs.

- 8.4.1. In the case of Contractors whose projects and activities target individuals with developmental disabilities who live in a **Rural Poverty Area**, the DDPC will only fund 90% of the total program costs; therefore, it is the responsibility of the Contractor to come up with 10% Match to fund the full program costs.
- 8.4.2. A Rural Poverty Area is defined by the U.S. Census (www.census.gov) as a tract or block numbering areas (BNA's) where at least 20% of the residents are below the poverty level.
- 8.4.3. The specific counties of Arizona that meet this threshold include: Apache (33.2%), Graham (21.4%), La Paz (26.1%), Navajo (23.1%) and Yuma (21.5%).

Checklist

Submission of a complete proposal must contain all required information, forms and exhibits as required in this RFGA. Use the following list to make sure your grant application for the Developmental Disabilities Basic Support and Advocacy Grant Program is complete and meets the requirements specified in this RFGA:

- ☐ One (1) original copy marked “**original**”, and seven (7) additional copies.
- ☐ Completed, signed and attached Offer and Acceptance Form, page 14.
- ☐ Signed and attached Solicitation Amendment, if applicable.
- ☐ Table of contents with page numbers referenced.
- ☐ Program narrative as outlined in pages 18-22.
- ☐ Project Executive Summary.
- ☐ Funds requested page, completed, signed and attached, Exhibit A.
- ☐ Budget summary, completed, signed and attached, Exhibit B.
- ☐ Budget narrative for requested amount **and** for match, completed, signed and attached, Exhibit C.
- ☐ Disclosure form of other funding sources, completed, signed and attached Exhibit D.
- ☐ Offeror’s Experience, completed and attached, Exhibit E.
- ☐ Personnel Staff Overview, completed and attached, Exhibit F.
- ☐ Standard Data Collection Form, completed and attached, Exhibit G.
- ☐ Financial Systems Survey, is completed, signed and attached, Exhibit H.
- ☐ Assurances for Non-Construction Programs, signed and attached, Exhibit I.
- ☐ Implementation plan. Sample included in Exhibit J.
- ☐ One copy of your organization’s complete copy of the A-133 Single Audit with the Management Letter, Findings and Questioned Costs, if applicable.
- ☐ Page numbers are included on all pages, in sequence, twelve point font (either in Ariel, New Times Roman or Verdana) and single-spaced, with one inch margins or wider.

- All documents requiring signatures should have **ORIGINAL** signatures.
- Do **NOT** staple, use rubber bands or submit your applications loosely. Please submit your applications either **in spiral binders OR in 3-ring notebooks, OR using** a binder clip.
- When submitting your application, insure your organization name and the Request for Grant Application Number DDPC-FFY-09-1011-00 is **CLEARLY** marked on the outside of the **SEALED** envelope/package.
- All applications are date stamped by the time clock in the Developmental Disabilities Planning Council, 3839 North Third Street, Suite 306, Phoenix, AZ 85012.
 - It is the responsibility of each applicant to ensure their application is delivered to the Developmental Disabilities Planning Council **by the due date and time**. Allow for such contingencies as heavy traffic, weather, directions, parking, security, etc. Verify that your express delivery service provider delivers packages directly to the above address.
 - Applicants are cautioned not to rely on next day mail services. The Developmental Disabilities Planning Council is not responsible for packages delivered to locations other than the above listed address.
 - Applications shall not be mailed or dropped off at any other location, including the Arizona Department of Economic Security, Office of Procurement. Applications that are received at the DES office or other locations shall be considered non-responsive and will not be forwarded to the Developmental Disabilities Planning Council.

Exhibits And Attachments

- Exhibit A: Funds Requested Page
 - Exhibit B: Budget Summary Page – Download from www.azgovernor.gov/ddpc
 - Exhibit C: Budget Narrative for Requested Dollar Amount and for Match
 - Exhibit D: Disclosure Form of Other Funding Sources
 - Exhibit E: Offeror's Experience
 - Exhibit F: Personnel Staff Overview
 - Exhibit G: DDPC Standard Data Collection Form
 - Exhibit H: DDPC Financial Systems Survey
 - Exhibit I: Assurances for Non-Construction Programs, OMB Form 424B
 - Exhibit J: Implementation Plan
-
- Attachment A: Sample Certificate of Insurance
 - Attachment B: Key Definitions to Know
 - Attachment C: Twelve (12) Principals of the Developmental Disabilities Basic Support and Advocacy Grant Program
 - Attachment D: Performance Measures for Areas of Emphasis

EXHIBIT A

Funds Requested Page

1. The Contractor must state a firm, fixed total guaranteed not-to-exceed amount of funds requested for The Developmental Disabilities Basic Support and Advocacy Grant Program.

\$ _____ 75% OR 90% of Funds Requested*

\$ _____ 25% OR 10% Matching Funds*

\$ _____ Total Program Cost

Note 1: Contractors must follow EITHER Note 2 or Note 3. READ CAREFULLY!

Note 2: Per the requirements of the DD Act, a contractor must contribute a minimum of 25% Match towards the total program cost if your program is NOT in a designated Rural Poverty Area. The requirement is stated in the DD Act – Section 126 (a)(1) as follows, “...the Federal share of the cost of all projects in a State supported by an allotment to the State under this subtitle may not be more than 75 percent of the aggregate necessary cost of such projects, as determined by the Secretary.”

Note 3: Per the requirements of the DD Act, if proposed project or activities will take place in a **Rural Poverty Area**, as described in Page 21 of this solicitation, the Contractor shall **ONLY** contribute 10% Match towards the total program cost. The requirement is stated in the DD Act – Section 126 (a)(2).

Authorized Signature: _____

Date: _____

Job Title: _____



State of Arizona
Developmental Disabilities Planning Council
3839 N. 3rd St, Suite 306
Phoenix, AZ 85012
602-265-3176

Contractor Name: _____

Project Name: _____ Project/Contract Number: _____

Service Start Date: _____ Service End Date: _____

Budget Category	Description	Requested Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Salaries					-
Fringe Benefits					-
Supplies					-
Staff Travel					-
Rent or Cost of Space					-
Equipment					-
Contracted Services					-
Other					-
Indirect Costs					-
Total Costs		-	-	-	-

It is understood that Non-Federal Funds identified in this budget will be used to match only Arizona DDPC Federal Funds, and will not be used to match any other Federal Funds during the period of the DDPC funded Project.

Name of Certifying Official

EXHIBIT C

Budget Narrative Sample

The purpose of the budget narrative is to provide more clarity and detail on the various budget line items that funds are being requested for. The budget narrative should explain the criteria used to compute the budget figures on the budget form.

A budget narrative should also be provided for Match, by listing each Matching Funds Source. Please verify that the narrative and budget forms correspond and the calculations and totals are accurate. This is a federal requirement per the DD Act.

Each budget summary and narrative shall be in accordance with the Office of Management and Budget (OMB) grant circulars that pertain to your organization or entity. Please visit www.whitehouse.gov/omb/circulars for accessing the correct circular and code of federal regulation. It is the responsibility of the applicant to know and understand the applicable circular and basic guidelines for allow-ability of costs.

Personnel/Salaries: Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. If you need additional fiscal personnel to manage this grant, include those costs also. Explain how the salary rate for each position was determined. If salaries are expected to increase during the project year, indicate the percentage increases for each position and justify the percent of the salary increase. Also be sure to include the scheduled salary increases on the Budget Form.

All organizations that receive Federal funds are required to maintain appropriate documentation to support salaries and wages. All organizations will be monitored to assure compliance with this requirement. Please review the appropriate Federal Cost Principal and OMB Circular for your organization.

Fringe Benefits: Include a benefit percentage and what expenses make up employee benefit costs. Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your agency.

Supplies/Operating Expenses: Explain each supply item to be purchased, how the costs were determined and justify the need for the items. Items with a unit cost less than \$5,000 are considered supplies and should be listed in this category. All purchases should be made according to the Contractor written procurement policy, which at a minimum must contain the federal procurement guidelines for federal grants.

Travel: Travel costs are according to the State of Arizona Travel written policy and can be located at <http://www.gao.az.gov/travel/default.asp>. Include a detailed breakdown of hotel, transportation, meal costs, etc. Indicate the location(s) of travel and the justification for travel, how many employees will attend and how the estimates have been determined. Explain the relationship of each cost item to the project (e.g., if training or training expenses are requested, explain the topic of the training and its relationship to the project). The Developmental Disabilities Planning Council reserves the right to determine the reasonableness of those rates, in accordance with the State of Arizona Travel written policy.

Rent or Cost of Space: Costs for rental space are allowable to the extent that the rates are reasonable in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased. Define how the cost for rental space was determined and the justification for charging the cost to the grant.

Equipment: This is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5,000.

Contracted Services / Professional Services: If contracted services/professional services are proposed in the budget, define how the costs for these services were determined and provide the justification for the services related to the project. This category includes Evaluation Services. Information for Evaluation Professional Services should include who will be performing the evaluation, the type of work to be performed, and how the costs/rates are determined. Explain how all contracts will be procured.

Administrative / Indirect Costs: Administrative costs are general or centralized expenses of overall administration of an organization that receives grant funds and does not include particular project costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget Circulars 2 CFR 220, 2 CFR 225, and 2 CFR 230.

Option A: Administrative Costs: With proper justification, Contractors may include an allocation for administrative costs for up to 10% of the total direct funds requested of the grant request.

Administrative costs may include direct charges for: costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation, including overall organization's management improvement costs; and costs of general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project. Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project. If you chose Option A, provide a listing of the items included in this category and a copy of the written allocation policy for these costs.

Option B: Federally Approved Indirect Costs: If your organization has a federally approved indirect cost rate agreement in place, Contractors may include an allocation for indirect costs for up to 10% of the grant request. Contractors must provide a copy of their federally approved indirect cost rate agreement with the application.

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

Match: Match may either be in the form of Cash or In-kind, and must be documented. Per the requirements of the DD Act, organizations must contribute **EITHER** a minimum of 25% **OR** 10% Match towards the total program costs. Match is a requirement for each application, pursuant to the DD Act - Section 126 (a)(1) and Section 126 (a)(2). READ Exhibit A for detailed information.

Authorized Signature: _____

Date: _____

Job Title: _____

EXHIBIT D

Disclosure of Other Funding Sources

Please list all other funding that your organization currently receives from State or Public Agencies, Federal Agencies, Non-Profit Organizations, or any other source providing funding **for the proposed program***. Use a continuation sheet if necessary. The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Type of Funding (Federal, State, local, other)	Received From	Amount	Ending Date	✓ If used for Match on this Grant
TOTAL:				

***This table should include only those funds that will support the program detailed in this application.**

Authorized Signature: _____

Date: _____

Job Title: _____

EXHIBIT E

Offeror's Experience

The following form may be reproduced with word processing software or another form may be created that contains all the information requested. Submit no more than three (3) samples.

Name and address of organization for which the service or activity was provided for
Location (city & county) where services or activities were conducted
Dates the service or activity was conducted (e.g. October 2007 – September 2008)
Describe the services or activities that were provided
Describe what was achieved with the services or activities (e.g. increased knowledge among 20% of family members, increased transportation among 40% of program participants.)

EXHIBIT F

Personnel Staff Overview

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

In addition to this overview, please attach a resume (for current personnel) or a job description (for positions to be hired) for the key individuals involved in the project.

STAFF MEMBER	BACKGROUND AND EXPERTISE OF PERSONNEL
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	

Use More Pages if Necessary

EXHIBIT G

Standard Data Collection Form for the Grant Management Information System

A. Agency Information:

Program Name (if applicable) _____

Agency _____

Program Contact Person _____

Address _____

Position _____

Address _____

Email _____

City, State, Zip _____

Phone _____ x _____ Fax _____

County _____

Employer Identification Number: _____

DUNS Number (if available): _____

Agency Classification: _____ State Agency _____ County Government _____ Local Government _____ Schools _____ Tribal

_____ Faith Based _____ Other

Have you previously conducted business with the State using this EIN: **Y N**. If **NO**, please go to the following website, download the State of Arizona Substitute W-9 Form and submit with your application. <http://www.gao.az.gov/Vendor/default.asp>

In which Congressional (Federal) District is your agency?
<http://www.azredistricting.org> (click on Congressional District)

Enter District # _____

In which Legislative (State) District is your agency?
<http://www.azredistricting.org> (click on Legislative District)

Enter District # _____

Approximately how much FEDERAL funding will your organization expend in your current fiscal year? \$ _____

What is your organization's fiscal year-end date? _____

Accounting Method: _____ Cash _____ Accrual _____ Modified

Does your organization undergo an annual independent audit in accordance with OMB Circular A-133? **Y N**

Please provide contact information of the audit firm conducting your audit:

Agency _____

Name _____

Address _____

Phone Number _____

B. Proposed Program Information / Description:

Amount requesting: _____

Service area of proposed program: _____

Target population of proposed program: _____

Number of participants estimated to be served: _____

Please provide a **brief** description of the **proposed program** in 1 or 2 paragraphs.

C. Contact Information (Please copy this page as many times as needed.)

Program Agency – Indicates person with primary contact with the Developmental Disabilities Planning Council and is directly responsible for ensuring that the program plan is implemented. All future program correspondence will be sent to **this person**.

Fiscal Agency - Indicates person responsible for financial matters pertaining to this grant.

Collaborator – Indicates all persons/agencies who have been identified as a collaborator, partner, host site as a requirement of this grant.

☐ **Program Agency**

Agency _____

Address _____

Address _____

City, State, Zip _____

County _____

☐ **Fiscal Agency**

Contact Person _____

Position _____

Email _____

Phone _____ x _____ Fax _____

☐ **Program Agency**

Agency _____

Address _____

Address _____

City, State, Zip _____

County _____

☐ **Fiscal Agency**

Contact Person _____

Position _____

Email _____

Phone _____ x _____ Fax _____

☐ **Program Agency**

Agency _____

Address _____

☐ **Fiscal Agency**

Contact Person _____

Position _____

Address _____

Email _____

City, State, Zip _____

Phone _____ x _____ Fax _____

County _____

EXHIBIT H

Financial Systems Survey

Name of Contractor: _____

Please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.

As stewards of federal funds, the Developmental Disabilities Planning Council awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

A. GENERAL INFORMATION

1. Has your organization received a Federal or State Grant within the last two years?	<input type="radio"/> YES <input type="radio"/> NO
2. Has your organization completed an A-133 Single Audit within the past two years? If yes, please attach a complete copy of your A-133 Audit, including, but not limited to, your Management Letter, Findings and Questioned Costs.	<input type="radio"/> YES <input type="radio"/> NO
3. If your organization has not completed an A-133 Single Audit, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past two years? If yes, please attach a complete copy of the most recent audited, reviewed or compiled financial statements.	<input type="radio"/> YES <input type="radio"/> NO
4. Please attach a schedule showing the TOTAL federal funds (by granting agency) expended by your agency for the most recent fiscal year. Note: If your organization had an A-133 Single Audit, a copy of the "Schedule of Expenditures for Federal Awards" can be submitted	
5. Has your organization received funding from another state agency within the past two years? If yes, specify the type of grant, name of agency and contract numbers: _____	<input type="radio"/> YES <input type="radio"/> NO
6. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
7. If you answered YES to question #6, under what section of the IRS code? O 501 C (3) O 501 C (4) O 501 C (5) O 501 C (6) O Other. Specify: _____	
8. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input type="radio"/> YES <input type="radio"/> NO

B. FUNDS MANAGEMENT

1. Which of the following describes your organization's accounting system?	<input type="radio"/> Manual <input type="radio"/> Automated <input type="radio"/> Combination
2. How frequently do you post to the General Ledger?	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Other
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<input type="radio"/> YES <input type="radio"/> NO
5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs which account for 100% of each employee's time?	<input type="radio"/> YES <input type="radio"/> NO
6. Is your organization familiar with Federal Cost Principles (i.e. 2 CFR 220, 2 CFR 225, and 2 CFR 230)?	<input type="radio"/> YES <input type="radio"/> NO
7. How does your organization plan to charge common/indirect costs to this grant? NOTE: Those organizations using an indirect cost plan/rate need to attach a copy of the approved Indirect Cost Rate or methodology and calculations in determining the rate.	<input type="radio"/> Direct Charges <input type="radio"/> Utilizing an Indirect Cost Allocation Plan or Rate

C. INTERNAL CONTROLS

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<input type="radio"/> YES <input type="radio"/> NO
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<input type="radio"/> YES <input type="radio"/> NO
3. Are all accounting entries and payments supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
4. Are cash or in-kind matching funds supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
5. Are employee time sheets supported by appropriately approved/signed documents?	<input type="radio"/> YES <input type="radio"/> NO
6. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<input type="radio"/> YES <input type="radio"/> NO

D. PROCUREMENT

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<input type="radio"/> YES <input type="radio"/> NO
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<input type="radio"/> YES <input type="radio"/> NO
3. Does the organization complete some level of cost or price analysis for every major purchase?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the organization maintain a system of contract administration to ensure Subgrantee conformance with the terms and conditions of each contract?	<input type="radio"/> YES <input type="radio"/> NO
5. Does the organization maintain written procurement policies and procedures?	<input type="radio"/> YES <input type="radio"/> NO

E. CONTACT INFORMATION

Please indicate the following information. In the event that the Developmental Disabilities Planning Council has questions about this survey, this individual will be contacted.

Prepared By: _____

Job Title: _____

Date: _____

Phone: _____

Fax: _____

Email: _____

F. CERTIFICATION

I certify that this report is complete and accurate, and that the Contractor has accepted the responsibility of maintaining the financial systems.

Signature

G. COMMENT AND ATTACHMENTS

Please use the space below to comment on any answers in Sections A – D. Please indicate the Section and Question # next to each comment.

Number of Attachments (please number each attachment): _____

COMMENTS:

EXHIBIT I

ASSURANCES for NON-CONSTRUCTION PROGRAMS

OMB Approval No 0348-0040

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to the nondiscrimination in the sale, rental or financing or housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of the Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with

Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §276a to 276a-7), the Copeland Act (40 U.S.C. §276C and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

EXHIBIT J

Implementation Plan

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Type of Activities	Person Responsible	Date Activity Will Be Completed/Timeline	Type of Support Documentation

Attachment A – Sample Certificate of Insurance

Prior to commencing services under this contract, the contractor must furnish the state certification from insurer(s) for coverages in the minimum amounts as stated below. The coverages shall be maintained in full force and effect during the term of this contract and shall not serve to limit any liabilities or any other contractor obligations.

Name and Address of Insurance Agency:		Company Letter:	Companies Affording Coverage:		
		A			
		B			
Name and Address of Insured:		C			
		D			
LIMITS OF LIABILITY MINIMUM - EACH OCCURRENCE		COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	DATE POLICY EXPIRES
Bodily Injury Per Person Each Occurrence Property Damage OR Bodily Injury and Property Damage Combined			Comprehensive General Liability Form Premises Operations Contractual Independent Contractors Products/Completed Operations Hazard Personal Injury Broad Form Property Damage Explosion & Collapse (If Applicable) Underground Hazard (If Applicable)		
Same as Above			Comprehensive Auto Liability Including Non-Owned (If Applicable)		
Necessary if underlying is not above minimum			Umbrella Liability		
Statutory Limits			Workmen's Compensation and Employer's Liability		
			Other		

State of Arizona and the Department named above are added as additional insureds as required by statute, contract, purchase order, or otherwise requested. It is agreed that any insurance available to the named insured shall be primary of other sources that may be available.

It is further agreed that no policy shall expire, be canceled or materially changed to affect the coverage available to the state without thirty (30) days written notice to the State. This Certificate is not valid unless countersigned by an authorized representative of the insurance company.

Name and Address of Certificate Holder:

Date

Issued: _____

Authorized Representative

Attachment B - Key Definitions

Areas of Emphasis: The areas related to quality assurance activities, education activities and early intervention activities, child care-related activities, health-related activities, employment-related activities, housing-related activities, transportation-related activities, recreation-related activities, and other services available or offered to individuals in a community, including formal and informal community supports, that affect their quality of life.

Assistive Technology Device: Means any item, piece of equipment, or product system whether acquired commercially, modified or customized, that is used to increase, maintain, or improve functional capabilities of individuals with developmental disabilities.

Assistive Technology Service: Means any service that directly assists an individual with a developmental disability in the selection, acquisition, or use of an assistive technology device.

Child Care-Related Activities: Means advocacy, capacity building, and systemic change activities that result in families of children with developmental disabilities having access to and use of child care services, including before-school, after-school, and out-of-school services, in their communities.

Culturally Competent: Means services, supports or other assistance that is conducted or provided in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language, and behaviors of individuals who are receiving the services, supports, or other assistance and in a manner that has the greatest likelihood of ensuring their maximum participation in the program involved.

Developmental Disability: Means a severe, chronic disability of an individual that is attributable to a mental or physical impairment or combination of mental and physical impairments; is manifested before the individual attains age 22; is likely to continue indefinitely; results in substantial functional limitations in 3 or more of the following areas of major life activity:

- a. Self-care,
- b. Receptive and expressive language,
- c. Learning,
- d. Mobility,
- e. Self-direction,
- f. Capacity for independent living,
- g. Economic self-sufficiency

In addition, a developmental disability reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

Education Activities: Means advocacy, capacity building, and systemic change activities that result in individuals with developmental disabilities being able to access appropriate supports and modifications when necessary, to maximize their educational potential, to benefit from lifelong educational activities, and to be integrated and included in all facets of student life.

Employment-Related Activities: Means advocacy, capacity building, and systemic change activities that result in individuals with developmental disabilities acquiring, retaining or advancing in paid

employment, including supported employment or self-employment, in integrated settings in a community.

Family Support Services: Means services, supports and other assistance, provided to families with members who have developmental disabilities that are designed to strengthen the family's role as primary care-giver; prevent inappropriate out-of-the-home placement of the members and maintain family unity; and reunite families with members who have been placed out-of-the-home whenever possible. Such specific services includes respite care, provision of rehabilitation technology and assistive technology, personal assistance services, parent training and counseling, support for families headed by aging care-givers, vehicular and home modifications, and assistance with extraordinary expenses, associated with the needs of individuals with developmental disabilities.

Health-Related Activities: Means advocacy, capacity building, and systemic change activities that result in individuals with developmental disabilities having access to and use of coordinated health, dental, mental health, and other human and social services, including prevention activities, in their community.

Housing-Related Activities: Means advocacy, capacity building, and systemic change activities that result in individuals with developmental disabilities having access to and use of housing and housing supports and services in their communities, including assistance related to renting, owning, or modifying an apartment or home.

Inclusion: Means the acceptance and encouragement of the presence and participation of individuals with developmental disabilities, by individuals without disabilities, in social, educational, work, and community activities.

Individualized Supports: Means supports that enable an individual with a developmental disability to exercise self-determination, be independent, be productive, and be integrated and included in all facets of community life. Individualized supports are designed to enable such individuals to control their environment, permitting the most independent life possible; prevent placement into a more restrictive living arrangement than is necessary; and enable such individuals to live, learn, work, and enjoy life in the community. These supports include:

- a. early intervention services;
- b. respite care;
- c. personal assistance services;
- d. family support services;
- e. supported employment services;
- f. support services for families headed by aging caregivers of individuals with developmental disabilities;
- g. provision of rehabilitation technology and assistive technology, and assistive technology services.

Integration: Means exercising the equal right of individuals with developmental disabilities to access and use the same community resources as are used by and available to other individuals.

Personal Assistance Services: Means a range of services, provided by 1 or more individuals, designed to assist an individual with a disability to perform daily activities, including activities on or off a job. Such services shall be designed to increase such individual's control in life and ability to perform everyday activities.

Quality Assurance Activities: Means advocacy, capacity building, systemic change activities that result in improved consumer and family-centered quality assurance and that result in systems of quality assurance and consumer protection that include:

- a. Monitoring of services, supports, and assistance provided to an individual with developmental disabilities;
- b. Include training in leadership, self-advocacy, and self-determination for individuals with developmental disabilities, their families, and their guardians;
- c. Include activities related to interagency coordination and systems integration that result in improved and enhanced services, supports, and other assistance that contribute to and protect the self-determination, independence, productivity, and integration and inclusion in all facets of community life, of individuals with developmental disabilities.

Recreation-Related Activities: Means advocacy, capacity building, and systemic change activities that result in individuals developmental disabilities having access to and use of recreational, leisure, and social activities, in their communities.

Rehabilitation Technology: Means the systemic application of technologies, engineering methodologies, or scientific principles to meet the needs of, and address the barriers confronted by, individuals with developmental disabilities in areas that include education, rehabilitation, employment, transportation, independent living, and recreation. Such term includes rehabilitation engineering, and the provision of assistive technology devices and assistive technology services.

Un-served and Underserved Populations: Includes populations such as individuals from racial and ethnic minority backgrounds, disadvantaged individuals with limited English proficiency, individuals from underserved geographic areas (rural or urban), and specific groups of individuals within the population of individuals with developmental disabilities, including individuals who require assistive technology in order to participate in and contribute to community life.

Attachment C

12 Principals of the Developmental Disabilities Basic Support and Advocacy Grant Program, per the DD Act of 2000, P.L. 106-402

POLICY. -It is the policy of the United States that all programs, projects, and activities receiving assistance under this title shall be carried out in a manner consistent with the principles that-

- (1) individuals with developmental disabilities, including those with the most severe developmental disabilities, are capable of self-determination, independence, productivity, and integration and inclusion in all facets of community life, but often require the provision of community services, individualized supports, and other forms of assistance;
- (2) individuals with developmental disabilities and their families have competencies, capabilities, and personal goals that should be recognized, supported, and encouraged, and any assistance to such individuals should be provided in an individualized manner, consistent with the unique strengths, resources, priorities, concerns, abilities, and capabilities of such individuals;
- (3) individuals with developmental disabilities and their families are the primary decision-makers regarding the services and supports such individuals and their families receive, including regarding choosing where the individuals live from available options, and play decision-making roles in policies and programs that affect the lives of such individuals and their families;
- (4) services, supports, and other assistance should be provided in a manner that demonstrates respect for individual dignity, personal preferences, and cultural differences;
- (5) specific efforts must be made to ensure that individuals with developmental disabilities from racial and ethnic minority backgrounds and their families enjoy increased and meaningful opportunities to access and use community services, individualized supports, and other forms of assistance available to other individuals with developmental disabilities and their families;
- (6) recruitment efforts in disciplines related to developmental disabilities relating to pre-service training, community training, practice, administration, and policymaking must focus on bringing larger numbers of racial and ethnic minorities into the disciplines in order to provide appropriate skills, knowledge, role models, and sufficient personnel to address the growing needs of an increasingly diverse population;
- (7) with education and support, communities can be accessible to and responsive to the needs of individuals with developmental disabilities and their families and are enriched by full and active participation in community activities, and contributions, by individuals with developmental disabilities and their families;

(8) individuals with developmental disabilities have access to opportunities and the necessary support to be included in community life, have interdependent relationships, live in homes and communities, and make contributions to their families, communities, and States, and the Nation;

(9) efforts undertaken to maintain or expand community-based living options for individuals with disabilities should be monitored in order to determine and report to appropriate individuals and entities the extent of access by individuals with developmental disabilities to those options and the extent of compliance by entities providing those options with quality assurance standards;

(10) families of children with developmental disabilities need to have access to and use of safe and appropriate child care and before-school and after-school programs, in the most integrated settings, in order to enrich the participation of the children in community life;

(11) individuals with developmental disabilities need to have access to and use of public transportation, in order to be independent and directly contribute to and participate in all facets of community life; and

(12) individuals with developmental disabilities need to have access to and use of recreational, leisure, and social opportunities in the most integrated settings, in order to enrich their participation in community life.

Attachment D – Performance Measures

Applicants must track the identified Performance Measures for the Area of Emphasis chosen in their application. Applicants will be expected to track this data and report the data in their narrative reports to the DDPC. This information will be reported to the U.S. Administration on Developmental Disabilities, as part of the DDPC's annual reporting on program accountability and evaluation.

Area of Emphasis – Housing

1. Number of individuals with developmental disabilities that have homes of their choice
2. Number of housing programs and policies created and improved
3. Number of affordable and accessible housing for individuals with developmental disabilities

Area of Emphasis – Health Care (Public Health Prevention & Wellness)

1. Individuals with developmental disabilities have access to health services and received health care information
2. Health programs and policies were created & improved for individuals with developmental disabilities
3. Individuals with developmental disabilities trained in public health prevention and wellness services

Area of Emphasis – Quality Assurance (Advocacy)

1. Individuals with developmental disabilities benefit from Quality Assurance (Advocacy) efforts
2. Individuals with developmental disabilities trained in Quality Assurance (Advocacy).

END OF APPLICATION

Number DDPC-FFY-09-1011-00